

1. Applications must be complete and legible. All information must match records at the Voter Registration Office.
2. The date of your signature and the date of the Notary signature **MUST** match.

The Secretary of State Office will not accept applications that are not correct. Applications will be sent back to you for corrections.

3. Check or money order should be made payable to: **South Carolina Secretary of State**. Applications can be turned in at the Delegation Office. You must bring a **check or money order** made payable to the South Carolina Secretary of State Office. **CASH WILL NOT BE ACCEPTED!!** All applications are processed by the South Carolina Secretary of State Office, not the Delegation Office.

4. If you are dropping off an application with proper payment at the Delegation Office, please put it in the locked drop box beside the door. Lock box is checked several times during the day. For your protection, **DO NOT** leave application under door, on door or in hangers on door.

5. Notary applications are sent to Columbia on Friday each week. It can take 2 to 3 weeks after they reach Columbia for you to receive your Notary Certificate. If your expiration date is coming up make sure you turn in your application at least a month in advance to avoid a lapse. Due to the volume of applications received in Columbia, the Secretary of State Office will not make special arrangements to prioritize your application. **Do not mail applications to Columbia**. They will be returned.

6. When you receive your Notary certificate you will need to take it to the **Clerk of Courts Office in the courthouse at 180 Magnolia Street** to have it registered. Certificates cannot be registered in the Delegation Office.

7. To check the status of your application go to: www.scsos.com Click on Notaries and Apostilles. Click on Notary search from the drop down. Enter your name and the county your are registered to vote.



Application/Renewal for Notary Public
STATE OF SOUTH CAROLINA

For delegation office use only
Date received
Check number

OFFICE OF THE SECRETARY OF STATE

THE HONORABLE MARK HAMMOND
Filing Fee: \$25.00

Notary Public Application and Renewal Instructions

- 1. Carefully type or print legibly all information requested on the top portion of your application and sign in the presence of a notary public.
2. Attach a check or money order to your original application in the amount of \$25.00 payable to "SC Secretary of State."
3. Mail both pages of your original application and check/money order to your county delegation office listed at the end of this application for the required signatures.
4. You must be a registered voter to become a notary public.
5. This form is used to apply to become a notary public or to renew your notary commission.

To: Governor of the State of South Carolina

I respectfully petition to be appointed Notary Public for this State, and for your information, I herewith submit the following:

PLEASE PRINT

Name

*If you are renewing your commission, please note that if your name and/or home address has changed since the issuance of your current commission, you must file the Change of Status form regarding these changes prior to renewing your commission.

Home Street Address City Zip Code

*You must be a registered voter at the home address provided on this application.

Mailing Address (if different from home address) City Zip Code

County Last 4 Digits of your Social Security # Sex Date of Birth

Voter Registration #

(Voter Registration Number may be obtained from your County Voter Registration and Election Office or the State Election Commission.)

Telephone # E-mail

FOR LEGISLATIVE DELEGATION USE ONLY:

* This section must be completed by the Legislative Delegation in which you reside.

**Mail this completed application to your Legislative Delegation for the required signatures. The addresses and telephone numbers are on the last page of the application.

Please complete at least one of the three options:

We, the Delegation, recommend the appointment of the above named applicant.
(County)

1)

Signature of the Delegation Chairman OR Secretary

2)

Signature of Senator / Senate District #

Signature of House Member / House District #

3) Signed by at least half of the present Legislative Delegates from applicant's county of residence:

Signature lines for legislative delegation members

Application/Renewal for Notary Public
STATE OF SOUTH CAROLINA
OFFICE OF THE SECRETARY OF STATE
THE HONORABLE MARK HAMMOND

By checking this box, I hereby certify that I can read and write the English language.

OATH OF NOTARY PUBLIC

I do solemnly swear (or affirm) that I am duly qualified, according to the Constitution of South Carolina, to exercise the duties of the office to which I have been appointed and that I will, to the best of my ability, discharge the duties thereof and preserve, protect and defend the Constitution of this State, and of the United States. So help me God.

Print Name _____
In the presence of a notary, please sign your name as printed above.

Sworn to and subscribed before me
This _____ day of _____, 20 _____

Signature of Applicant Date

Notary Public of South Carolina

Printed Name
My Commission Expires _____

- Your printed name and signature above must match.
- Please sign and print your name above exactly as you will sign when you notarize documents.
- If this is a renewal application, your name as printed above must match your name as previously commissioned. If not, a Change in Status application is required to be completed prior to the renewal of your commission.

PLEASE READ- IMPORTANT INFORMATION

Pursuant to S.C. Code of Laws §26-1-90 (K) and (J), a notary public who is not a licensed attorney may not provide a service that would constitute the unauthorized practice of law. More specifically, a notary cannot claim to have powers, qualifications, rights or privileges that a notary does not have.

Unless you are a member of the South Carolina Bar or otherwise authorized to perform prescribed legal activities by action of the South Carolina Supreme Court, you are prohibited from the practice of law.

The following are activities that are considered the practice of law in South Carolina:

1. Drafting or completing a record or transaction that requires a notarial act;
2. Selecting or helping a person understand a record or transaction requiring a notarial act;
3. Preparation of legal documents;
4. Giving legal advice or answering legal questions;
5. Appearing in court on behalf of someone else;
6. Performing a real estate or mortgage loan closing; and
7. Title search and preparation of title documents.

These activities must not be performed without an attorney's supervision. Pursuant to S.C. Code of Laws §40-5-310, a person who engages in the unauthorized practice of law is guilty of a felony and, upon conviction, must be fined not more than \$5,000 or imprisoned not more than 5 years, or both. This is the penalty per offense.

Legislative Delegation Offices

** Please mail your completed notary public application to the Legislative Delegation Office of the county where you currently reside in.*

Aiken County Delegation

1930 University Parkway
Ste. 3600A
Aiken, South Carolina 29801
Phone (803) 642-1694

Anderson County Delegation

P.O. Box 8002
Anderson, SC 29622
Phone (864) 260-4025

Beaufort County Delegation

P.O. Box 1228
Beaufort, SC 29901
Phone (843) 255-2260

Berkeley County Delegation

P.O. Box 142, Suite 203
Columbia, SC 29202
Phone (803) 212-6400

Charleston County Delegation

P.O. Box 190016
North Charleston, SC 29419-9016
Phone (843) 740-5855

Chester County Delegation

104 McAliley Street
P.O. Box 580
Chester, SC 29706
Phone (803) 581-0233

Chesterfield County Delegation

178 Mill Street
Chesterfield, SC 29709
Phone (843) 623-5001

Clarendon County Delegation

P.O. Box 156
Manning, SC 29102
(803) 212-6024

Colleton County Delegation

P.O. Box 2103
Walterboro, SC 29488
Phone (843) 549-7586

Darlington County Delegation

P.O. Box 1200
Hartsville, SC 29551
Phone (843) 339-3000

Dillon County Delegation

240 Bermuda Road
Dillon, SC 29536
Phone (843) 841-3679

Dorchester County Delegation

500 N. Main Street, Suite 2
Summerville, SC 29483
Phone (843) 832-0043

Edgefield County Delegation

1930 University Parkway
Suite 3600-A
Aiken, SC 29801
Phone (803) 642-1694

Fairfield County Delegation

P.O. Box 60
Winnsboro, SC 29180
Phone (803)-815-4037

Florence County Delegation

180 N. Irby Street, MSC-G
Florence, SC 29501
Phone (843) 665-3044

Georgetown County Delegation

P.O. Drawer 421270
Georgetown, SC 29442
Phone (843) 545-3029

Greenville County Delegation

301 University Ridge, Suite 2400
Greenville, SC 29601
Phone (864) 467-7112

Hampton County Delegation

P.O. Box 686
Hampton, SC 29924
Phone (803) 914-2142

Horry County Delegation

P.O. Box 1236
Conway, SC 29528
Phone (843) 915-5130

Jasper County Delegation

P.O. Box 2433
Ridgeland, SC 29936
Phone (843) 726-6019

Kershaw County Delegation

632 W. DeKalb St., Suite 204
Camden, SC 29020
Phone (803) 432-0858

Lexington County Delegation

605 West Main Street, Suite I
Lexington, SC 29072
Phone (803) 785-8184

Marion County Delegation

P.O. Box 1514
Marion, SC 29571
Phone (843) 423-8237

Marlboro County Delegation

P.O. Box 1200
Hartsville, SC 29551
Phone (843) 339-3000

Oconee County Delegation

415 S. Pine Street
Walhalla, SC 29691
Phone (864) 638-4237

Orangeburg County Delegation

PO Box 9000
Orangeburg, SC 29116
Phone (803) 533-6106

Pickens County Delegation

201 S. Fifth St.
West End Hall, Rm. 205
Easley, SC 29640
Phone (864) 850-7070

Richland County Delegation

P.O. Box 192
Columbia, SC 29202
Phone (803) 576-1908

Spartanburg County Delegation

366 N. Church Street, Rm. 1210
Spartanburg, SC 29303
Phone (864) 596-2529

Sumter County Delegation

c/o The Honorable J. David Weeks
35 South Sumter Street
Sumter, SC 29150
Phone (803) 775-5856

York County Delegation

212 East Black Street
Rock Hill, SC 29730
Phone (803) 324-6137

***If your County Delegation
is not listed, forward your
application to:**

**South Carolina House of
Representatives
P.O. Box 11867
Columbia, SC 29211
Phone (803) 734-2010**